



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: **Councillor Watkins**

Date Submitted **06/11/18**

Month **Dec** Year **2018**

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)					
			6404			Mobile Device Charge
						Office/Operating Sup;

Sub-Total \$ -

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare *	Meals *	Registration /Event Ticket *	General Expenses *	Total
11/22/2018	Eventbrite/December201 Registration for Councillor Watkins to the UDI Christmas Luncheon					54.97		54.97
11/23/2018	Bb *star Of The North Donation to the Starlight Shine-on Event attended by Councillor Watkins (on behalf of Mayor)					75.00		75.00
								-
								-
								-
								-
								-
								-

Sub-Total \$ 129.97



Council Member Monthly Expense Claim Form

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Name:

Date Submitted

Month Year

11/12/2018	Agenda Committee	
11/12/2018	Heritage Advisory Committee	
28/12/2018	police committee	



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Name: Councillor Watkins

Date Submitted 06/11/18

Month **DEC** October Year

2018

Authorizations & Approvals

Councillor Watkins

October

2018

Preparer

I, _____, the Council Member, sign and date below with all information provided by the Council Member at the time of submission.

02/01/19
Date (DD/MM/YY)

Council Member

I, _____, sign on behalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form

Jan 2 / 2018
Date (DD/MM/YY)

Accounts Payable

I, _____

Jan 4 / 2019
Date (DD/MM/YY)

Chief Financial Officer

I, _____, certify that the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

07/01/19
Date (DD/MM/YY)

Chief Administrative Officer (City Manager)

I, _____, certify that the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

09/01/19
Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

Select From List
Do not enter in 'Grey' cells

Name: Councillor Watkins

Date Submitted 06/11/18 Month October Year 2018

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT4	
																	Sub-Total	\$	-		

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
																	Sub-Total	\$	-		



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Name: Councillor Watkins

Date Submitted: 06/11/18 Month: October Year: 2018

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			Expense
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CAT7	Type
Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)						
				6404		Mobile Device Charge Office/Operating Supp
Sub-Total		\$ -				

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)	Description							
09/10/18	UDI New Horizons Lunch n' Learn					144.75		144.75
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
Sub-Total								\$ 144.75



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Name: Councillor Watkins

Date Submitted 06/11/18

Month October Year 2018

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare *	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
								-
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ -

- Claim Reminders:
 ** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
 - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
 - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
 - For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
 - It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$ 202.32
Less: BMO MasterCard	-\$ 144.75
Less: Expenses Paid	\$ -
Net to be paid to Councillor Watkins	\$ \ 57.57

Training and Development Activities	
Activity Name	Description of Activity Content and any learning/information worth sharing
03/10/2018	District Energy System Tour
04/10/2018	Council Bus Tour
23/10/2018	Community World Cafe Discussion <i>PW</i>
24/20/2018	EOC Tabletop Event
24/10/2018	Community Open House
30/10/2018	Open House to show conceptual designs for St. Albert Trail north of Boudreau to City limits
25/10/2018	October 25th Homeless Community Conversation
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)	
Date of Meeting	Updates
03/10/2018	Youth Council
04/10/2018	Board Appreciation - Environmental Advisory Committee



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Name:

Date Submitted:

Month:

Year:

09/10/2018	Heritage Advisory Committee <i>RW</i>	
15/10/2018	Nominating Committee	
25/10/2018	Environmental Advisory Committee	
26/10/2018	EMRB MRSP Task Force Meeting	
31/10/2018	Intermunicipal Affairs Committee Meeting	



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Name: Councillor Watkins

Date Submitted: 06/11/18 Month: October Year: 2018

Authorizations & Approvals Councillor Watkins October 2018

Preparer: [Redacted] Council Member, sign and date below
If [Redacted] information provided by the Council Member at the time of submission.
Date: 09/11/18
Date (DD/MM/YY)

Council Member: [Redacted] I certify that [Redacted] on behalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form was complete.
Date: 09/11/18
Date (DD/MM/YY)

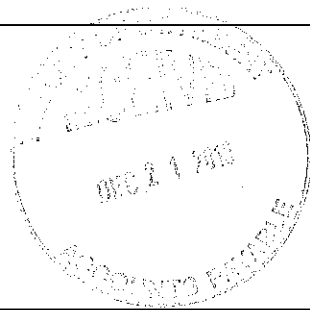
Accounts Payable: [Redacted] I have [Redacted]
Accounts Payable Personnel Signature: [Redacted]
Date: 14/11/18
Date (DD/MM/YY)

Chief Financial Officer: [Redacted] Information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement
Date: 14/11/18
Date (DD/MM/YY)

Chief Administrative Officer (City Manager): [Redacted] Information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement
Date: 27/11/18
Date (DD/MM/YY)



Council Member Monthly Expense Claim Form



Select From List

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Name: Councillor Watkins

Date Submitted 17/12/18 Month: November Year: 2018

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim km's-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project CAT4
02/11/18	Late Night with UDI - Spirit of UDI Awards	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	516111 A10 General Council Busiess
16/11/18	Lunch with Greg Nadelec	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	516111 A10 General Council Busiess
21/11/18	Nisku Airport Crossing - Watermain Looping and Cost Recovery Review	St. Albert	Leduc (County)	Return	100.00					50.50							50.50	6140	1010	516111 A10 General Council Busiess
28/11/18	ATCO Christmas Reception	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	516111 A10 General Council Busiess
29/11/18	The Classics Senior's Ministry - Christmas Luncheon														10.00		10.00	6140	1010	516111 A10 General Council Busiess
Sub-Total																			\$ 105.95	

Professional Development		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4
Sub-Total																			-	

Reg. #59
 Post #29 453849



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Name: Councillor Watkins

Date Submitted 17/12/18 Month November Year 2018

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT4

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3 CAT4

Sub-Total \$ -



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Date Submitted: **17/12/18** Month: **November** Year: **2018**

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding		
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	Expense Type
	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)				
			6404		Mobile Device Charge
					Office/Operating Supp

Sub-Total \$ -

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)	Description							
30/10/18	Homestyle breakfast - Supporting Affordable Housing					51.29		51.29
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ 51.29



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Date Submitted: 17/12/18 Month: November Year: 2018

Expenses Paid Directly by the City (eg. Petty Cash)	Date (DD/MM/YY)	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total

Sub-Total \$ -

Claim Reminders:

**** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses****

1. Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
2. Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
3. A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
4. For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
5. It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
6. Expense claims must be submitted within 10 days of the following month
7. Incomplete expense claims will not be processed

Grand Total Expenses	\$	157.24
Less: BMO MasterCard	-\$	51.29
Less: Expenses Paid	\$	-
Net to be paid to Councillor Watkins	\$	105.95

Training and Development Activities

Activity Name	Description of Activity Content and any learning/information worth sharing
01/11/2018	Foip Training
01/11/2018	Board Appreciation - Policing Committee
05/11/2018	Alternate Capital Finance Training
09/11/2018	Council Training - Photo Enforcement and Traffic Engineering
30/11/2018	Advocacy Training Workshop

Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)

Date of Meeting	Updates
13/11/2018	Heritage Advisory Committee
14/11/2018	Board Appreciation - Internal Auditor Committee Meeting



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From List

Do not
enter in
"Grey" cells

Name:

Councillor Watkins

Date Submitted

17/12/18

Month

November

Year

2018

17/11/2018	Board/Committees of Council Interviews 2018 Forward Appointments	



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Name:

Date Submitted: Month: Year:

Authorizations & Approvals

Councillor Watkins November 2018

Preparer

I, _____, as the Council Member, sign and date below with all information provided by the Council Member at the time of submission.

17/12/18
Date (DD/MM/YY)

Council Member

I, _____, on behalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form

Dec 17 / 2018
Date (DD/MM/YY)

Accounts Payable

Dec 19/2018
Date (DD/MM/YY)

Chief Financial Officer

The information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Dec 19/18
Date (DD/MM/YY)

Chief Administrative Officer (City Manager)

The information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

20/12/18
Date (DD/MM/YY)